



NEW HAVEN PUBLIC SCHOOLS

Gail Sharry, Executive Director
NHPS Food Service
P: (475) 220-1610
F: (203) 946-7650

To: New Haven Board of Education Finance and Operations Committee
From: Thomas Lamb, Chief Operating Officer
Gail Sharry, Executive Director
Michael Gormany, City Budget Director
Date: Tuesday June 20, 2023
Re: Fiscal year 2023-24, Approval of Option to Renew# 2 for On-Call Hood
Cleaning Repairs for NHPS Food Service

Executive Summary: Approval is requested for NHPS food Service to exercise option to renew #2 of 3 under solicitation 21751, for On-Call Hood Cleaning repairs at the same contractual amount (if applicable, including the livable wage increase for FY 2023-2024 for the City of New Haven beginning July 1, 2023) and under the same terms and conditions listed in the bid solicitation for fiscal year 2023-24.

Vendor AirCare Environmental
480 Neponset St. Building 14A
Canton, MA 02021
Contract Name: On Call Hood Cleaning Repairs
Solicitation No. Bid # 21751 (Original FY 2021-22)
Renewal Option 2 of 3
Renewal Amount: \$60,000
Funding Source & Account #: 25215200-56623

Key Questions: (Please have someone ready to discuss the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education):

1. **What specific service will the contractor provide:**
 - a. **The vendor will provide On Call hood repairs and preventative maintenance services.**
2. **How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection:**
 - a. **The vendor was selected via a time and materials bid solicitation in FY 2021-22.**
3. **If this is a renewal with a current vendor, has the vendor’s performance been satisfactory under the existing contract or agreement?**
 - a. **This is renewal 2 of 3. The vendor has performed satisfactory services for NHPS Food Service.**
4. **If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?**



NEW HAVEN PUBLIC SCHOOLS

Gail Sharry, Executive Director
NHPS Food Service
P: (475) 220-1610
F: (203) 946-7650

- a. The vendor has renewed at the same terms, conditions, and pricing.
-
5. If this Contractor is New has cost for service increased from previous years? If yes, by how much?
 - a. The contractor has been used in prior years with no issues.

 6. Is this a service existing staff could provide? Why or why not?
 - a. Current staff could not perform these services. If Food Service was to perform these services in-house, a new unionized position would have to be created and may cost more when benefits are factored in.



City of New Haven

Bureau of Purchases
 200 Orange Street, Room 301
 New Haven, CT 06510
 Tel: 203-946-8201 Fax: 203-946-8206

Honorable Justin Elicker
 Mayor

Michael V. Fumiatti, Sr
 Purchasing Agent

The City of New Haven ("City") is accepting sealed Bids for the following:

INVITATION TO BID

Project Summary

Contract Name:	On-Call Hood Cleaning Services-Food Service						
Solicitation #:	21751		City Project #:	N/A			
Projection Description:	On-Call Hood cleaning and repair services for NHPS Food Service						
Department:	BOE -Food Service						
Solicitation/Advertise Date:	June 6, 2021						
Bid Due Date:	June 24, 2021			Bid Opening Time:	3:00	PM	
Pre-Bid Meeting Date:	N/A			Pre-Bid Meeting Time:			
Pre-Bid Meeting Location:	N/A						
Solicitation Type:		Construction	<input checked="" type="checkbox"/>	Service		SCD* - Construction	
Contract Term:		Construction	(See Specification)	Service	<input checked="" type="checkbox"/>	1 year	3
							Renewals Option(s) (at the sole discretion of the CONH)
Material Markup Allowed	<input checked="" type="checkbox"/>	NO		Yes	If Yes enter percent markup on your Statement of Qualifications form		
Insurance Requirements:	Refer to Rider		1B	(This Rider is attached)			
MBE/WBE Utilization Form:	Required if your base Bid Submission is \$150,000 or greater						
Local Preference:	<input checked="" type="checkbox"/>	YES			NO		
Bid Bond:	N/A			Percentage Amount:		%	
Labor, Material and Performance Bond:	N/A						
Wage Rates:	<input checked="" type="checkbox"/>	Livable Wage \$17.62 FY 21/22		Prevailing Wage State		Davis Bacon Federal	

Responses must be submitted in the form and manner specified in this request.

City of New Haven, BOE Food Service Bid On Call Kitchen Hood Cleaning and Repair Services

GENERAL OVERVIEW

The New Haven Public Schools is seeking formal Bids for regular and overtime hourly wage rates and a percent (%) markup over original material invoices from qualified contractors.

The Contractor shall provide full Testing, Inspection, Preventive Maintenance, On-Call Repairs and Emergency Services for New Haven Public Schools at the locations.

GENERAL CONDITIONS

Intent of these General Conditions and Specifications are to ensure testing, inspection, preventative maintenance, on-call repairs and emergency services are complete in every respect. Details of requirements and services not explicitly stated in these specifications but necessarily attendants thereto are deemed to be understood by the Contractor and included herein.

Items on this list should be used as guidelines, but not considered all-inclusive of requirements according to industry standards, which the Contractor is expected to follow.

All material and equipment furnished shall be new and in excellent condition. However, on occasion, the contractor may be requested to install salvaged equipment, this request will be made at the sole discretion of the City of New Haven and refusal to comply will be considered a violation of the terms and conditions

The City of New Haven's interpretation of the General Conditions and Specifications shall be final and binding upon the Contractor.

TERMS OF AGREEMENT

The terms of agreement for Food Service Equipment Repair work shall be for July 1, 2021 through June 30, 2022 with an option to renew for two additional one year terms at the same terms and conditions at the sole discretion of the City of New Haven Department of Education.

SCOPE OF WORK

The work to be performed by the Testing, Inspection, Preventive Maintenance, On-Call Repairs and Emergency Services Contractor under these Specifications shall consist of furnishing all material, labor, supervision, tools, supplies and other expenses necessary to provide full Testing, Inspection and Preventive Maintenance per local and state code.

On-Call Repairs and Emergency Services of every description, including but not limited to inspections, adjustments, testing and replacement of parts for all district-wide kitchen refrigeration equipment and related equipment covered under this Contract and the preparation/furnishing of certifications and reports as required by the New Haven Public Schools.

PREVENTATIVE MAINTENANCE

NHPS has an expectation is that the provider's service technician(s) have the necessary generalist's skills and ability to properly resolve the overwhelming majority of repairs identified during the preventative maintenance inspections. The service provider(s) shall submit a checklist for each piece of equipment inspected per school.

Preventive maintenance of equipment will be done at least once per school year. Preventative Maintenance includes

- Removal of all grease and dirt located inside/outside of kitchen hood system. Including all accessible ductwork and exhaust fans at various sites
- The kitchen hood system shall be left free of watermarks and streaks after the removal of grease and dirt.
- The kitchens area shall be protected from contamination at all times and left clean upon completion of work.
- cleaning, coils, or and other preventive actions deemed necessary.

Minor repairs must be done during the preventive maintenance inspection. Major repairs discovered during a preventive maintenance inspection must be noted and relayed to the Executive Director or Authorized designee. Major Maintenance will consist of the restoration or replacement of parts as necessitated by the wear and tear, damage, failure of parts, etc.

HOURS

All work, except that which is deemed disruptive to the normal operation of the school, shall be conducted during normal business hours. Alternate arrangements for disruptive work shall be scheduled through the Executive Director of Food Services or his/her designee.

No work shall be performed unless such is authorized by the City of New Haven or its authorized representative. Further, notification must be given to the Executive Director of Food Services or his/her designee before the close of the business day prior to the day work is to be scheduled.

In the event that work is to be scheduled for two (2) or more consecutive days, the Executive Director of Food Services must be informed on a daily basis as to all aspects of the status of work progress.

BASIS OF HOURLY CHARGES

The bid price shall include all labor, transportation, fuel and other charges applicable the bidder shall enter on Bid Form the amount he proposes to charge per hour for the service to meet all specifications, regular hourly rate, overtime hourly rate and preventative maintenance for equipment NHPS Food Service shall pay contractor for the time spent at the work site ONLY.

REPAIR WORK

Repair work includes labor and materials Equipment within the Food Service Department. Work also includes installation of equipment when necessary.

SERVICE WORK

This bid shall be for Food Service Equipment and materials, based on hourly charges for making routine and emergency service calls involving equipment problems of the kitchen facilities of NHPS Food Service. For this service work the Food Service Equipment Repair Service Contractor shall provide all labor and materials necessary to complete the job as follows:

- NHPS designated representative shall notify the Service Contractor of the location and nature of the problem requiring service
- Service Contractor shall make service call and diagnosis the problem and report back to the NHPS Executive Director or Designee
- NHPS will acknowledge report and advise the Service contractor if further service work is required, such as repair work.
- Where actual repairs work is to be involved, hourly rate, as bid shall apply for labor excluding cost of materials.

EMERGENCY WORK

Although the intent is to schedule work during normal business hours, any condition deemed by the New Haven Public School's Executive Director of Food Services to be an emergency and/or urgent shall be responded to by the Contractor as follows:

The Contractor shall have a local office located within 25 miles of the City of New Haven. The Contractor shall be capable of responding to on-call and emergency calls via telephone and/or via FAX within ½ hour (normal working hours) and 1 hour (after hours, weekends, and holidays) of receipt of the call from the following: New Haven Public Schools Facilities Management Service Response Center.

EMERGENCY NOTIFICATION PROCEDURE

The Contractor shall furnish emergency telephone numbers to the New Haven Public School's Food Service Office at 475-220-1611 that will provide direct access to the Contractor's staff responsible for emergency dispatch of service technicians. The telephone numbers shall provide the City of New Haven and its representatives with 24 hours/7 days per week access to the Contractor. All costs associated with any emergency call shall be included in the base price hourly rates of the Contract

REPORTING FOR PREVENTATIVE MAINTENANCE

On an annual or bi-annual basis, during the month of July, the vendor will inspect all district-wide kitchen equipment and identify all deficiencies.

The inspections will include, but not be limited to: cleaning condensers; checking condition of door gaskets; and the operations of all equipment.

A detailed report shall be provided to the Director of food Service no later than one week after August 15, with the following details:

- School Location
- Number of Equipment inspected
- Inspection Check list (What the vendor inspected)

- Make and Model
- Age of equipment (if available)
- Recommendations for the equipment from vendor

The priority of repairs for such deficiencies will be determined by the Executive Director of Food Services for the New Haven Board of Education.

The security and protection of all materials, tools and equipment stored at any work location are the sole responsibility of the Contractor.

WARRANTY

All workmanship and materials performed and installed pursuant to these specifications and the contract shall be fully warranted for a period of one (1) year from the date of approval of the Contractor's invoice for any project, task or assignment by the Director of Food Services.

PRIMARY CONTACT

The primary contact individual that represents the City of New Haven, BOE Food Service relating to all requirements of this Contract is:

Gail Sharry
Executive Director of Food Services
New Haven Public Schools
75 Barnes Avenue
New Haven CT, 06513
Phone: 203-475-220-1611
FAX: 203-946-7650

In the event that Gail Sharry is not available to contact, a designee will be assigned who is authorized to initiate a service call.

In all cases, whether initial contact is made by the individuals referenced above, a confirming Work Order will be faxed to the Contractor's office after such Work Order is generated. In some situations, in lieu of a telephone call to the Contractor, only a Faxed Worked Order will be issued to the Contractor.

Should a project, task or assignment be performed by the Contractor that is not initiated by one of the individuals listed above, the Contractor's invoice will not, under any circumstances (except for a bona fide emergency), be approved for payment.

Should the Contractor receive a call from any individual other than the individuals listed above, the Contractor shall instruct the caller to contact the Service Response Center at (203)-691-3900 to provide details of the repair or service need.

METHOD OF SELECTION

The City reserves the right to award portions of this contract to multiple bidders. The primary selection will be the low bidder by total price (hourly rate, overtime, and preventative maintenance)

RECORD KEEPING AND INVOICING

The City of New Haven and its representatives require the Contractor to keep accurate timesheets for all employees assigned to perform any project, task or assignment pursuant to this Contract. Hourly rates submitted during bid process should include amounts to cover all associated costs including but not limited to travel and fuel charges. Contractors will only be allowed to invoice for TIME SPENT ON SITE and so noted on a service ticket. All other charges will be eliminated from invoices received.

The City of New Haven and its representatives require the Contractor to keep an accurate listing of supplies and materials used in the performance of any project, task or assignment pursuant to this Contract.

A Work Order (established by the Executive Director of Food Services for the New Haven Public Schools) issued to the Contractor for a project, task or assignment will be noted as “complete” along with the date of such completion and it will be returned to Maintenance Services as part of the invoice documentation.

Upon arriving at any school or facility said contractor will record arrival and departure time on a service ticket. Both arrival and departure times will be verified and signed for by an authorized representative of said school or facility.

Invoices shall be submitted, as provided for herein, with the Purchase Order Number or Contract Number, Work Order Number, date of service, and location(s) of the school(s) where work was performed clearly identified. This service ticket will be attached to the invoice as set forth below. At a minimum, the invoice must contain the following information:

- Complete description of the work or service that was performed
- Clear summary with extensions of labor hours and costs
- Clear summary with extensions of materials used, and costs
- Total of All work
- The following must be attached to the invoice:
 - Service Ticket signed on-site by NHBOE representative showing hours on site (with arrival and departure times) and/or
 - The completed Work Order.

If the above required information and back-up documentation does not accompany an invoice, the invoice will not be reviewed nor processed for payment until such information and back-up documentation is furnished by the Contractor.

Invoices and work orders should be mailed to the address below. Vendors can also email invoices and back up documentation to the address below as well. Invoices may be emailed or mailed on a daily, weekly, or bi-weekly basis. The contact for invoicing:

<u>Information</u>	<u>Contact 1</u>	<u>Contact 1</u>	<u>Contact 2</u>
Name	Robert Azukas	Jennifer Punzo	Michael Gormany

Email	Robert.Azukas@new-haven.k12.ct.us	Jennifer.punzo@new-haven.k12.ct.us	mgormany@newhavenct.gov
Address	75 Barnes Avenue, New Haven, CT 06513	75 Barnes Avenue, New Haven, CT 06513	165 Church Street, New Haven, CT 06510
Phone	475-220-1617	475-220-1614	203.946.6413
Fax	203.946-7650	203.946.7650	203.946.7950

A monthly statement of New Haven Public Schools – Food Service should also be emailed to the above individuals: